

# the mid-atlantic archivist

Volume 6 Number 3

July 1977

## NHPRC SPRING GRANTS ANNOUNCED

During its meeting on June 9-10, the National Historical Publications and Records Commission recommended 26 new historical records grants totaling \$416,049. These grants complete the allocation of the \$1 million available for records grants during FY 1977.

The Commission also recommended grants for new and continuing publications programs totaling 41,191,564. These grants, coupled with the records grants, bring the total Commission grants for historical source materials to \$3,161,569 for the year.

In another action, the Commission approved the membership of the State Historical Records Advisory Board for Alaska. Such Boards are now appointed for 44 states, Puerto Rico, and the Virgin Islands. These Boards plan programs and evaluate records grant proposals in their states or jurisdictions.

The new records grants for MARAC area institutions are:

### New York:

Cornell University Libraries - \$5,000 for a technical and planning conference of representatives of institutions using the SPINDEX II automated program for archival and records projects.

St. Francis College, Brooklyn - \$10,000 matching grant to develop a basic archival program for the "Old Town" records of Kings County. The records date from the Dutch colonial period to 1898.

State University of New York Maritime College, Bronx - \$5,233 for the preservation, arrangement, and description of the records of Sailor's Snug Harbor, a refuge for "aged, decrepit and worn out sailors," in existence since 1833.

### PENNSYLVANIA:

Urban Archives Center, Temple University, Philadelphia, - \$15,650 for survey and appropriate accessioning of certain records relating to urban development of Philadelphia during the past century.

Cumberland County Historical Society, Carlisle - \$6,750 (\$5,150 outright and \$1,600 matching) to preserve, arrange, describe, and make available for research valuable eighteenth, nineteenth, and twentieth century records of Cumberland County.

### MARYLAND:

Maryland Hall of Records, Annapolis - \$22,059 for the arrangement and preparation of computer generated guides to the records of St. Mary's County and the Equity Records of Baltimore City. The guides will serve as prototypes for future guides to local government records in Maryland.

The new or continuing publications grants for MARAC area institutions are:

### NEW YORK:

Columbia University Press - \$28,173 for the Papers of Alexander Hamilton  
\$44,875 for the Papers of John Jay  
\$10,000 for Volume 25 of the Papers of Alexander Hamilton.

Cornell University - \$4,269 for the Papers of the Marquis de Lafayette.

The New York Historical Society - \$52,000 for the Papers of Aaron Burr.

Polytechnic Institute of New York - \$19,256 for a project to edit the minutes of the Johns Hopkins Seminar of History and Politics.

### NEW JERSEY:

Princeton University - \$68,887 for the Papers of Thomas Jefferson.  
\$16,173 for the Papers of Woodrow Wilson.  
\$30,000 for Volumes 25, 27, and 28 of the Papers of Woodrow Wilson.

### MARYLAND:

University of Maryland - \$65,000 for the "Freedmen and Southern Society" project.  
Maryland Historical Society - \$46,875 for the Papers of Benjamin Henry Latrobe.  
Johns Hopkins University Press - \$5,000 for Volume 1 of the Papers of Frederick Law Olmstead.

### VIRGINIA:

University of Virginia - \$45,355 for the Papers of James Madison.

\$15,382 for the Papers of George Washington,  
The Institute of Early American History and Culture  
\$1,500 for the project to publish Documents Illustrative of the Impact of the American Revolution in the British West Indies.  
\$25,000 for the Papers of John Marshall.

The George C. Marshall Research Foundation - \$32,000 for the Papers of George C. Marshall.

The *mid-atlantic archivist* is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the preservation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the *mid-atlantic archivist* for \$3.00 per annum. Write: Martha C. Slotten, MARAC Secretary, Library, Dickinson College, Carlisle, Pennsylvania 17013. Items submitted for *maa* should be single-spaced, no indentation, in columns 4 1/2" wide, written on pica type, double-spaced between paragraphs. Send to: Donald F. Harrison, *maa* Editor, National Archives (NNR), Washington, D.C. 20408.

#### Editorial Staff:

Don Harrison, Editor

Bruce Ambacher, Associate Editor

Mary Boccaccio



#### MARAC MEMBERS SEEK SAA POSTS

The following MARAC members have been nominated for offices in the Society of American Archivists for next year. They deserve your consideration.

for VicePresident: Meyer H. Fishbein  
National Archives  
(becomes President in 1978)

for Treasurer: Mary Boccaccio  
University of Maryland

for Council Seat I: Edmund Berkeley  
University of Virginia  
(four year term)

for Council Seat II: Richard H. Lytle  
Smithsonian Institution  
(four year term)

for Nominating Committee Seat I:  
Adele Lerner  
New York Hospital

SAA members should receive ballots in mid-July.

## the mid-atlantic archivist

#### NEW SHAPES OLD HORIZONS; AN EDITORIAL

The *maa* staff wishes to express its appreciation for the very favorable responses to the questionnaire on content and format changes for the newsletter. Sixty-four members replied and their numerous personal comments and encouragement were very gratifying.

As we explained in Atlantic City, the changes began with discussions with the rest of the Publications Committee about new modes of communication within the membership and more specifically, about transferring technical and other articles to an occasional publication. Thus, with a more restricted content and a more manageable size, we believe each newsletter issue can be published on time which has been a problem in the past.

The results of the questionnaire are:

#### More Less

27	16	Technical notes & articles
32	1	Announcements of meetings in MARAC
12	20	Announcements of meetings in other regions
15	8	Notes from the editor
33	6	Book notes
29	5	Grants available/received in the region
31	2	MARAC news
31	10	Notes on new collections
20	17	Scholarly articles
19	12	Excerpts from other Archival newsletters (more from other regions, less from SAA)

No one wished to see the newsletter discontinued.

Most persons responding seemed to want more information on people and organizations in MARAC (appointments, promotions, articles on institutions, etc.). As a matter of fact, thirty-two of the sixty-four respondents volunteered to be reporters from their institutions for *maa*. We look forward to hearing from them. A form letter for reporting institutional news will be prepared shortly.

All this prompts a lecture. The editorial staff can only put information into the newsletter in proportion to the help we get from the membership. We hear this same complaint from other regional editors. All too often, it ends up with the editor calling and begging, and eventually printing only that news we are fortunate to hear about -- obviously a small fraction of all MARAC news.

It could be different. MARAC has the largest membership, the most interesting institutions, and the greatest concentration of archival talent in any regional organization. Atlantic City was the largest meeting ever, and certainly presented the most interesting sessions. But we can't print any excerpts because we didn't get any!

Help us complain in the next number that we can't print everything sent by members about the people, institutions, activities, and places in MARAC.

Donald F. Harrison

Bruce Ambacher

Mary Boccaccio

## MARAC SPRING BUSINESS MEETING 1977

Chairman Ron Becker called the meeting to order on May 12, 1977, at 9:40 a.m., in the Marlborough-Blenheim Hotel, Atlantic City, N.J.

Treasurer Mary Boccaccio presented her financial report stating that there was \$3,875.51 in the treasury as of March 1, 1977.

Chairman of the Nominating Committee, Doug Tanner stated that this year saw the highest number of votes cast. Results were:

Chairperson: Barbara Hearn, Winterthur  
Secretary: Martha Slotten, Dickinson College  
Treasurer: Peter Parker, Historical Society of Pennsylvania

### Members at Large:

Clark Beck, Rutgers University  
Sister Agnes Elliott, Marymount Manhattan College  
Larry Hackman, NHPRC  
Frances Seeber, F.D. Roosevelt Library

### Custer Award Publications Committee - 3 year term:

Arthur Breton  
Leonard Rapport

Edith James 2 year term  
Anita Nolen  
Donald Schewe

As ad hoc Publications Committee co-chairman, Tanner stated that at the request of the Steering Committee, the Publications Committee will continue in an advisory capacity. The Custer Committee will now set its own procedures for operating. Co-chairman Beverly Brannan read a letter from Benjamin Custer which thanked MARAC for initiating the Custer Award to honor the late Arlene K. Custer.

Brannan presented the following resolution:

Whereas, the MARAC Steering Committee has asked the ad hoc publications committee to continue as an advisory editorial board working toward the publication of occasional papers of benefit to the MARAC membership and to the archival profession as a whole;

And, whereas, we, the MARAC membership, wish to support this effort, therefore, be it resolved that the MARAC membership hereby authorizes the editorial advisory board to begin a series of occasional publications, and to adopt guidelines necessary to define editorial standards.

Tanner explained that this would remove the more detailed, technical articles from the newsletter. These publications would probably be produced by photo-offset and be bound in soft covers.

The resolution passed unanimously.

Newsletter Editor Don Harrison introduced Bruce Ambacher who becomes the Associate Editor. Mary Boccaccio will continue on the board. Future issues will contain more news which means the membership must be involved in sending items.

Becker then spoke of the problems with the membership directory and the mailing lists. He announced the formation of a Membership Committee. The committee will be composed of the Steering Committee Secretary, Steering

Committee Treasurer, person responsible for the production of the mailing labels, and one at-large representative. The Membership Committee will function until all of the problems associated with mailings, directories, membership recruiting, etc. are corrected. Ruth Sternfield was chosen as the at-large representative.

Becker announced the formation of a Bylaws Revision Committee. A revision of the bylaws is necessary since the division of the office of Steering Committee Secretary-Treasurer into two offices is not adequately covered and since one of the at-large Steering Committee delegates has been dropped with the addition of the Secretary as a Steering Committee officer. The Bylaws Revision Committee will submit its recommendations in time for the Fall 1977 business meeting. Bob Devlin and Beverly Brannan volunteered to serve on the committee. They are authorized to recruit more members if needed.

The fall conference will be held at Olgebay Park, West Virginia, on October 28-29, 1977 as a joint meeting with the Society of Ohio Archivists. Sam Surrat will chair MARAC's segment of the program committee. Ellen Hassing, local arrangements chairman, briefly explained the accommodations, and various means of transportation.

Adele Lerner and Nancy Zembala reported on plans to charter buses from New York and Washington, D.C. Individual cost would be roughly \$25.00 round trip.

The 1978 spring meeting will be in Fredericksburg, Virginia. Arnold Brown described possible motels, and spoke about possible dates in April or May.

Stephanie Morris then asked for a moment of silence in memory of Frederick Schalow of the Presbyterian Historical Society who died March 15, 1977.

Richard Starssberg announced he was circulating a petition to members from New York which requested state funding be continued for the New York State Archives.

The meeting was adjourned at 10:35 a.m.

Respectfully submitted:  
Vesta Lee Gordon  
for Martha Slotten

### SUNY ALBANY WORKSHOPS

The School of Library and Information Science, State University of New York at Albany, will offer the following workshops:

Public Relations for Libraries Sept. 9, Oct. 10  
Journal Collection Management Oct. 20-21  
The Educational Value, Selection  
and Management of Nonprint  
Learning Resources Nov. 4-5

For further information on the programs and costs contact:

Lucille Whalen  
Coordinator of Continuing Education  
School of Library and Information Science  
SUNY Albany  
Albany, New York 12222

## NEH GRANTS

The National Endowment for the Humanities has awarded grants to 120 institutions in 35 states and the District of Columbia under its Humanities Challenge Grant Program which requires the institution to match each Federal dollar with at least three dollars in new or increased contributions. Grants went to the following MARAC area institutions:

## DELAWARE

Eleutherian Mills Historical Library	\$205,000
Historical Society of Delaware	50,000

## DISTRICT OF COLUMBIA

Folger Shakespeare Library	750,000
Trinity College	75,000
WAMU-FM	150,000
Public Broadcasting Service	635,000
National Public Radio	400,000

Museum of African Art	225,000
American Enterprise Institute for Public Policy Research	40,000

## MARYLAND

Washington College	300,000
Western Maryland College	64,000
The Baltimore Museum of Art	230,000

## NEW JERSEY

East Brunswick Public Library	96,000
-------------------------------	--------

## NEW YORK

New York Public Library	425,000
Pierpont Morgan Library	235,000
New York University	1,237,500
Martha Graham School of Dance	2,000
Kirkland College	350,000

Asia Society	600,000
Japan Society	312,000
Center for Inter-American Relations	70,000
New York Historical Society	60,000
Buffalo Fine Arts Academy	225,000
Museum of Modern Art	712,000
The Jewish Museum	100,000
National Maritime Historical Society	10,000
Rensselaerville Historical Society	8,300
The Parrish Art Museum	20,000
The Museum at Stony Brook	68,000
The Brooklyn Museum	900,000
Rensselaer County Historical Society	42,500
Metropolitan Museum of Art	600,000
American Museum of Natural History	712,500
Institute of Society, Ethics and the Life Sciences	137,000
American Academy in Rome	150,000

## PENNSYLVANIA

Library Company of Philadelphia	15,000
Dickinson College	22,000
Cedar Crest College	105,000
Altonna Area Public Library	60,000
Carnegie Library of Pittsburgh	300,000
Lehigh County Historical Society	2,000
The Franklin Institute	396,000
Pennsylvania Academy of Fine Arts	100,000
Carnegie Museum of Natural History	600,000

## VIRGINIA

WETA	205,000
Bicentennial Council of Thirteen Original States	375,000

WEST VIRGINIA	50,000
Huntington Galleries	

## PRINCETON UNIVERSITY ARCHIVES

In 1959 Princeton University established the University Archives as the repository for the manuscript and printed materials generated by the operations of the University. Prior to that date, Princeton's archival records were scattered about campus. The most valuable, dating from the 1700's, fortunately were deposited in the University Library's manuscript division, and others were bound, catalogued, and shelved in the open stacks. Some, however, were relegated to sub-basement, attic, or unusable nooks in various dormitory, classroom, or administrative buildings. In the early 1960's the job of transferral, arrangement, and description of archival records was completed.

Today the University Archives is centralized in the new Seeley G. Mudd Manuscript Library on the campus. The Archives is open 9 to 5, Monday through Friday, and reference questions can be referred to Earle Coleman, University Archivist.

The bulk of the collections consists of the official records of the University. It includes minutes of the meetings of the Trustees and of the Faculty; President's, Treasurer's and other administrators' reports; records of divisions, departments, museums, laboratories, special programs, and all other official agencies of the University; manuscripts relating to the administrative functions of the staff and faculty; student biographical and scholastic records; catalogs and announcements; syllabi and reading lists; by-laws and regulations; lecture and conference proceedings.

There are also Princeton University Press publications; University periodicals; campus maps, building plans, and architectural drawings; photographs of students, alumni and staff; of the campus and its environs, and of university activities; yearbooks, reunion books, and correspondence files from each graduating class; records of various clubs.

Subject files consist primarily of newspaper clippings or journal articles on virtually every aspect of University life; and a collection of "Princetoniana," that is, memorabilia such as class banners and mugs, reunion canes and pipes, medals and awards, football programs and pennants, academic gowns, daguerreotypes, scrapbooks, and other "nostalgia."

Since the Archives includes manuscript material from the period of the University's founding, it has been a useful resource for historians of the colonial and Revolutionary era and already has proven valuable for a variety of local and national Bicentennial projects.

Since, throughout its two-and-a-quarter-century history, the Princeton University community included a number of notable figures in government, business, and the arts and sciences, its archives are of continuing interest to genealogists and biographers. And because Princeton played a major role in the American system of higher education, the University Archives provides primary source material for the study of American intellectual development.

Edith James  
Papers of Woodrow Wilson

## BORED ON THE BOARDWALK

Ron Becker, outgoing chairman of MARAC's Steering Committee, recently announced the opening of an important collection of papers, artifacts, and memorabilia surrounding the life of Harry A. Boardwalk, an Atlantic City favorite son.

Boardwalk, born in Needles, California and educated at Redwood Teacher's College, spent most of his adult life in Atlantic City. Before his death in 1923, he had brought world prominence to his adopted town with the erection of miles of ocean walkways along the north and east ends of town. The original idea had been to connect the hundreds of fishing piers until an enterprising fisherman built a hot dog stand on one of the connections. The whole system, known as "the Atlantic City Pierway," was renamed "The Atlantic City Boardwalk" by the City Council in Harry's honor after his death.

maa was fortunate enough to witness the ceremony opening the collection. Boardwalk's great-grand nephew, Splinter Boardwalk, cut the first strand of red tape. "Trunkaded into its various branches," he hedged, "this collection is no longer petrified. It can be used knot only by historians who wish to get at the roots, but by all who wood recreate the walkways."

The bad news is that Splinter got under everybody's nails at the opening ceremony by drinking too much and by insisting that the city purchase the Harry A. Boardwalk Collection by the board-foot. The good news is that Splinter fell into the punch bowl shortly thereafter and floated away.

## NEWBERRY CONFERENCE

The second national conference on college teaching of state and community history will be held at the Newberry Library in Chicago, January 12-15, 1978. Historians, teachers, archivists, and historical society representatives will attend panels and workshops on historiography, teaching problems, oral history, family and demography, ethnocultural politics, museums, archives, and multi-media. For further information contact:

Richard Jensen  
Director  
Family and Community History Center  
The Newberry Library  
60 W. Walton Street  
Chicago, Illinois 60610

## SEMINARS ON AMERICAN CULTURE

The New York State Historical Association thirtieth annual Seminars on American Culture will be held July 3-9 and 10-16, 1977, at the Farmers' Museum and Village Crossroads in Cooperstown, New York. In addition to seminars on such diverse topics as Furnishing the historic house, country music, nineteenth century fashion and art and life, and fabrics 1750-1850, there will be seminars on New York history and architecture, local historical societies problems and prospects, the management of historical manuscripts and archives, and exhibits for the small museum. For further information on the seminars and the costs contact:

Seminars on American Culture  
New York State Historical Association  
Cooperstown, New York 13326

## MARAC MEMBERS HONORED

MARAC members Dan Goggin and Brenda Reger were among the twenty-six members of the General Archives Division and the General Archives Review Branch of the Records Declassification Division recently cited by the National Archives for "prompt and effective action" in saving 5,000 boxes of records from severe damage and possible destruction when the roof at the General Archives facilities at the Washington National Records Center in Suitland, Maryland sprang a leak during heavy rains last fall. Each staff member received a certificate for special achievement and a \$50 cash award from Dr. James B. Rhoads, Archivist of the United States.

## BARGAIN DAYS

Recently MARAC has been receiving requests for information on cooperative supply purchasing and how it works. Several years ago in MARAC there was quite a bit of talk about the benefits of such a program but apparently nobody in the area has been involved in cooperative buying.

We wrote to Frank Cook of the Midwest Archives Conference and asked him what his experiences were. They had a program going several years ago basically for materials from Hollinger. Each participating agency was asked to have the approval of their business office and fill out an order form stating what they wanted to order and when they wanted it placed. They did not receive an additional discount because Hollinger builds in a discount on the basis of quantity ordered.

The University of Wisconsin, Madison took care of the ordering and billing. Checks were made payable to the Midwest Archives Conference. Hollinger will ship the orders collect to the individual institutions or to one designated institution.

Some of the problems MAC encountered were difficulties in getting the orders coordinated and difficulties with the individual business offices of the organizations. Frank said the essential ingredient is one large institution being willing to place a large order so that smaller shops can get a volume discount. We would also add the willingness of one person to deal with the ordering and billing problems. It looks simple but as with most financial dealings between institutions, can become complex quickly.

For MARAC members who are interested in banding together in such a program, why not send your names in to Don Harrison, and he will get you together.

Mary Boccaccio

## GUIDES TO NEW COPYRIGHT LAW

The new copyright law, which takes effect January 1, 1978, will affect archivists and manuscript curators. The text and a summary of the new law can be found in Copyright Revision Act of 1976: Law, Explanation, Committee Reports (Commerce Clearinghouse Inc., 1976). The cost is \$12.50. The Copyright Office of the Library of Congress, Washington, D.C. 20559, also has some circulars with information on some aspects of the new law.

## APPRaisal OF BUSINESS ARCHIVES

by

Helen L. Davidson

Most companies, regardless of size, probably have preserved some records from the early years of the business. These records may be retained because of the hoarding instinct of the founder, a sentimental attachment of another, or the feeling that perhaps some day there may be a need for them. Or, someone may be looking ahead to an anniversary of the company.

These records may have been relegated to an attic or basement storage room to gather dust until needed, and may be forgotten altogether.

To preserve records of any kind just because they are old and then keep hidden away where they cannot be used, is neither practical nor economically sound.

Businessmen can learn and the company can profit from a better knowledge of its own history. The careful selection of records for preservation in a company archive, and their use, can help to solve problems and, hopefully, minimize mistakes.

It is generally accepted that no more than 5 per cent of the records generated by a business should be considered for preservation and probably only one per cent of those actually are of archival value.

There are several classes of records of which one must be aware:

**VITAL RECORDS** - those documents which, in the event of a disaster, would enable a company to resume or continue business, reconstruct the legal and financial status of the company, fulfill obligations to stockholders, employees, or outside interests, and preserve the results of years of research.

**CURRENT RECORDS** - correspondence, reports, and the like, that result from day-to-day activities.

**NON-CURRENT RECORDS** - records not needed daily but used from time to time for reference, which may, after one year or a specified time, be destroyed.

**OBsolete AND USELESS RECORDS** - those which have no further value for either administrative or historical purposes and may be destroyed immediately.

**HISTORICAL RECORDS** - those that are deemed worthy of preservation.

With the advent of the office copying machine, the bulk of business paper grows and grows. These days it seems that everyone must have a copy, and most of those copies are filed. Writing on records management in 1965, Emmet Leahy stated that trillions of pieces of paper are being created in American business and government, and all is being filed in the nation's offices and storerooms, attended by an army of more than two million file clerks. These papers are multiplying at the rate of 62 million file drawers per year.

Fifty years ago business used one white-collar worker for every thirty blue collars in a plant. Today it is estimated that there is one clerical worker for every two productive workers.

The archivist is involved in many areas of archival work including appraisal, accessioning, disposal, identification, arrangement, description, preservation, documentary publication, historical editing, exhibit preparation, reference service and research; but perhaps the most difficult job is that of appraisal of corporate records to determine what should be preserved.

The executors of the estate of an eccentric old lady found that she had diligently kept practically everything she had ever purchased or received during her lifetime. All items were neatly stacked and clearly labeled, including one box of pieces of twine. The box was labeled "Pieces of String Too Small to Use." This principle is followed by businesses sometimes. All records are retained just in case.

On the other hand, some companies tend to go to the other extreme -- don't file it, throw it away! In these days of Senate investigations, some firms operate on the theory that if you do not have the records, they cannot be produced upon receipt of a subpoena. The archivist must strike a happy medium. What then should be preserved?

Certainly records that are purely historical in nature should be preserved, such as articles of agreement, incorporation papers, deeds, stock-holder records, early ledgers, etc. After that records with a promise of enduring reference and research value should be considered. Look for records that will enlighten the user on the four P's of the company's past:

POLICY	PERFORMANCE	PHILOSOPHY	PEOPLE
POLICY	How the company had its beginning. What its business has been through the years. How it developed through organization and functions. Who were its leaders? Location of facilities, why chosen.		
PHILOSOPHY	Papers that reflect thinking on major issues, minutes of meetings and other papers affecting policy. Executive correspondence, or an individual transaction involving a major decision. The thinking that leads a company to foreign markets, to build foreign plants, to diversify, etc.		
PERFORMANCE	What a business accomplishes and how. Reports, engineering drawings, major press releases, description of products and services, selected inventories, published materials produced in connection with public relations, advertising, and description of tools and major manufacturing processes.		
PEOPLE	Even for proof of employment, a company has no obligation to retain individual employees' records permanently, but a decision may be made to do so. This is apart from records of retired personnel. Statistics on personnel will reveal information on the number of persons employed by a company. In addition, papers might be retained that reveal significant social or economic facts about groups of people, such as employment of ethnic groups, handicapped, etc.		

Princeton University: DEPARTMENT

To MARAC MEMBERS

Papers of Woodrow Wilson

DATE July 7, 1977

SUBJECT

newsletter

FROM Edith James

Dear New Jersey friends,

Mary Boccaccio asked me to mention the fact that the newsletter will will now have a new column describing various MARAC archives and manuscript collections.

If you would like your institution featured in the newsletter, write up a description and send it to Mary or Don Harrison.

*Have a good summer,  
Edith*

INTER-OFFICE CORRESPONDENCE



The business archivist must always be willing to appraise records for retention or discuss with department heads or others whose responsibility it is to make the selection.

It is possible that only a portion of the files in question should be preserved. In this case it may be wise to sample them. For example, monthly reports that have been prepared to show the percentage of employee turnover may be retained for a three or six month period. This may be sufficient to show what was happening, or the first or last report for a given number of years may be kept.

A report may have been prepared originally for one purpose, but the archivist may see the importance for retaining for another. A monthly report prepared in the 1940's recorded the number of hours worked, including overtime. There was no great importance attached to the report some twenty years later when it was sent to the archives, but because it includes department numbers, the number of employees by department and the total number of employees as well as the names of some departments and department heads, it is valuable. Apart from

this information it tells something of the organization of the company during that period.

Company publications, annual and interim reports and other reports give the **WHAT**, **WHEN**, and **WHERE** of business performance but seldom reveal **HOW** or, more important, **WHY**. Documents reflecting major policies and the thinking behind decisions will reveal the **HOW** and **WHY**.

The archivist must know how the records came into being if he is to judge their value for any purpose.

The preservation of records of unsuccessful ventures is just as important as the preservation of records of successful activities.

The one thing that must always be kept in mind is that you are not just handling pieces of paper but that you are storing and using information.

Reprinted from the Society of Indiana Archivists Newsletter

## FALL CONFERENCE PLANS

Information reaching **maa** regarding the Fall Conference which will be held October 28-29, 1977, at Oglebay Park, West Virginia, is very encouraging. Sam Suratt, Program Chairman, and Ellen Hassig, Local Arrangements Chairperson, are planning this joint venture with the Society of Ohio Archivists.

Accommodations will be at the Wilson Lodge in Oglebay Park, a Wheeling city park situated seven miles outside the city. The conference sessions will be held in the Conference Center adjacent to the Lodge. Those MARAC and SOA members who can tear themselves away from the golfing, hiking, and horseback riding will be able to attend sessions on archival security, records of state and local politicians, ethnic archives, grantsmanship, documenting historical sites, and architectural archives. Suratt also noted other sessions will deal with manuscript bibliographies, archival and library networks and cooperatives, and documents and sources on Appalachia. The traditional conference basic subject sessions will concern finding aids, microfilming, and preservation and cataloguing pictorial materials.

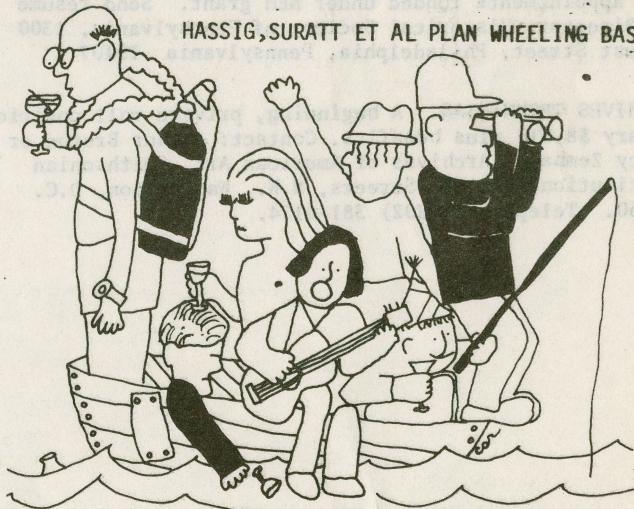
Hassig plans to supplement the sessions, the outdoor activities, and the art gallery and glass collection located in the park, with two luncheons (one with a speaker) and with a Saturday afternoon tour of historic Wheeling.

Wilson Lodge rates are:

single occupancy room \$17-19 per day  
double occupancy room \$22-24 per day.

Plan ahead. Note the Fall Conference on your Activities Calendar and reserve your bus seat.

### HASSIG, SURATT ET AL PLAN WHEELING BASH



### CHARTER BUSES TO OGLEBAY PARK

Charter buses will be available to leave from New York-Philadelphia-Harrisburg and from Washington-Baltimore to go Oglebay Park, West Virginia for the Fall Conference if enough members sign up. The trip is about six hours with food and rest stops along the way. Buses will leave Thursday morning and return either Saturday night or Sunday morning, depending on majority preference. Round trip cost will be \$20 to \$25. If you wish to go by charter bus, you must send a \$10 deposit to Adele Lerner in New York or to Nancy Zembala in Washington by August 10th, so they can determine what size buses to reserve. Reservations are on a first-come-first-served basis. Please indicate your preference for a Saturday night or Sunday morning return departure. There is no train, plane, or non-charter bus service to Oglebay Park. So plan to bring food and drink if you wish to enjoy the beautiful West Virginia countryside together.

## POSITIONS AVAILABLE

**ARCHIVIST/MANUSCRIPT LIBRARIAN.** Preparation of guide to archives and manuscripts in major history of medicine collection. Organizing, cataloging, and editing of copy for publication. Archival/manuscript experience required; history of medicine/science background highly desirable. European language facility useful. Project duration one year minimum. Salary commensurate with experience. Send résumé by July 10, 1977 to Dr. Ronald F. Kotrc, Director, Division of the History of Medicine, College of Physicians of Philadelphia, 19 South 22nd Street, Philadelphia, PA 19103. An Affirmative Action, Equal Opportunity Employer.

**MANUSCRIPT PROCESSORS:** (Three positions) Manuscript processing and preparation of copy for the third edition of the Guide to the Manuscript Collections of the Historical Society of Pennsylvania. M.A. in History and successful completion of a manuscript processing or archival training course required. Senior Processor - three years experience and working knowledge of eighteenth century German also required. Salary \$12,500. Manuscript Processor - Salary \$11,000. All appointments are initially for one year. All appointments funded under NEH grant. Send résumé to Director, Historical Society of Pennsylvania, 1300 Locust Street, Philadelphia, Pennsylvania 19107

**ARCHIVES TECHNICIAN.** A beginning, private roll position. Salary \$8,316 plus benefits. Contact: Arthur Breton or Nancy Zembala, Archives of American Art, Smithsonian Institution, 9th & G Streets, N.W., Washington, D.C. 20560. Telephone: (202) 381-6174.

## INDEX

Appraisal of Business Archives . . . . .	6
Bargain Days . . . . .	5
Bored Boardwalk . . . . .	5
Copyright Law Guides . . . . .	5
Editorial . . . . .	2
Fall Conference Plans . . . . .	7
Hearn Memo . . . . .	8
Members Honored . . . . .	5
NEH Grants . . . . .	4
Newberry Conference . . . . .	5
NHPRC Grants . . . . .	1
Positions Available . . . . .	8
Princeton University Archives . . . . .	4
SAA Nominees . . . . .	2
Schalow Death . . . . .	8
Seminars on American Culture . . . . .	5
Spring Meeting Minutes . . . . .	3
SUNY Albany Workshops . . . . .	3

Stephanie Morris' moment of silence for Fred Schalow at Atlantic City was well taken. He passed away on March 15, 1977. He was loved by the membership and will be missed by all of us. Fred was a minister in the Lutheran Church Missouri Synod and served as a missionary and educator in China and Taiwan for ten years before serving as pastor of a Havertown, Pennsylvania church. Schalow had been an archivist and librarian since 1967.

## MEMO

From: Barbara Hearn, Ch, Steering Committee  
To: MARAC Members

It is most appropriate that my first communication is via our newly revamped newsletter. "Hi."

Next year will be important to MARAC and to all its members. You can all be a part of it by volunteering to work on committees, by sending news to the newsletter, and by attending the Fall meeting at Oglesby Park. Its your organization.

My congratulations to all the new officers and Steering Committee members, elected and appointed. I look forward to working with all of you in the next two years.

AC

14



FREDERIC M CRAMER  
123 EAST 23D ST  
SHIP BOTTOM NJ 08008